

# State of Connecticut JOB POSTING

## DEPARTMENT OF PUBLIC HEALTH POSTING OF VACANCY

**"DPH Employees strongly encouraged to apply"**

### Public Health Section Chief

**Public Health Initiatives – Infectious Diseases - TB, HIV, STD and Viral Hepatitis Programs Administration**

**POSTING DATE:** April 23, 2015

**CLOSING DATE:** April 30, 2015

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Department of Public Health Employees

Note - CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

**POSITION CONTROL NUMBER: 12466TS NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** MP 68/\$97,648 - \$133,153

#### **Preferred Skills:**

- Experience overseeing staff and operations of public health programs that prevent and control infectious diseases;
- Experience managing and administering grants, contracts, and federal cooperative agreements;
- Experience communicating with a broad range of audiences and the media about infectious diseases, through speaking publicly, delivering presentations, and conducting meetings, webinars, and teleconferences.
- Experience collaborating with healthcare partners and community-based organizations to prevent and control Tuberculosis, HIV, Sexually Transmitted Diseases and Viral Hepatitis;
- Experience reviewing epidemiologic and other programmatic reports that are to be released to the public.

#### **MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of public health with emphasis on public health administration of programs; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret laws, regulations and statistical reporting data; ability to develop health policies.

#### **EXPERIENCE AND TRAINING**

**General Experience:** Three (3) years experience in a supervisory capacity in an organization with programmatic and/or regulatory responsibilities for promoting or protecting public health.

Note: For State employees this is at the level of Health Program Supervisor, Supervising Nurse Consultant, Child Care Licensing Supervisor Epidemiologist 4, Environmental Protection Supervising Environmental Analyst, Supervising Sanitary Engineer or Supervising Environmental Sanitarian.

**Substitution Allowed:** 1. One (1) year as a Public Health Services Manager may be substituted for the General Experience.

**Special Requirements:** 1. Incumbents in this class may be required to periodically undergo tests or immunizations for communicable or infectious diseases. 2. Incumbents in this class may be required to undergo and successfully complete security background checks. 3. Incumbents in this class may be required to travel.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:**

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184(if faxing, only one application is necessary)  
**EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)**

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.**